

ADMINISTRATIVE - INTERNAL USE ONLY  
DD/S  
FILE *Personnel-3*

DD/S 66-4750

8 September 1966

MEMORANDUM FOR: Director of Personnel

Eck:

Reference is made to our meeting with Colonel White today and my subsequent telephone discussion with you. I ask that you personally arrange the schedule for the presentation so that it will be carried out smoothly. By 14 September I would like to have:

*REC* - a. A draft of remarks to be given by the Director at the ceremony.

*REC 9 SEP -*  
*Orig 1 - HK To SBO on 9 SEP* b. A revised schedule with the timing of each event on the schedule.

Meanwhile, I will call George Carroll concerning the timing of the Vice President's visit.

SIGNED R. L. Bannerman

R. L. Bannerman

Att: Memo dtd 7 Sep 66 for DD/S fr D/Pers,  
subj: Sixth Annual Awards Ceremony - DD/S 66-4702

DD/S:RLB:maq

Distribution:

Orig - Adse w/O DD/S 66-4702

1 - DD/S Subject w/ccy DD/S 66-4702

1 - DD/S Chrono

UNCLASSIFIED	CONFIDENTIAL	SECRET
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>		
TO	NAME AND ADDRESS	DATE
1	Executive Director-Comptroller	
2		
3	DD/S	
4		
5	Director of Personnel	
6		
ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE
<b>Remarks:</b>  The attachment to the memorandum from the Director of Personnel gives the sequence of events at the proposed 6th Annual Awards Ceremony. You indicated that you wished to clear this with the Director. If it meets with approval, I will so advise the Director of Personnel and modify his proposal to the extent that the program will proceed up to the point of the Vice President's address in the event that the Vice President is delayed.		
<div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div> Alan M. Warfield		
FOLD HERE TO RETURN TO SENDER		
FROM: NAME, ADDRESS AND PHONE NO.		DATE
Assistant Deputy Director for Support Approved For Release 2003/08/29 : CIA-RDP84-00780R001400010029-7		7 852 1966 SECRET
UNCLASSIFIED	CONFIDENTIAL	SECRET

STATINTL

Executive Director-Comptroller

DD/S

Director of Personnel

The attachment to the memorandum from the Director of Personnel gives the sequence of events at the proposed 6th Annual Awards Ceremony. You indicated that you wished to clear this with the Director. If it meets with approval, I will so advise the Director of Personnel and modify his proposal to the extent that the program will proceed up to the point of the Vice President's address in the event that the Vice President is delayed.

*/s/ A.M.W.*  
Alan M. Warfield

7 SEP 1966

Assistant Deputy Director for Support

ADD/S/AMW:bak(7 Sept. 66)

Distribution:

Orig. - ExDir-Compt w/O DD/S 66-4702

→ 1 - DD/S Subject w/cc DD/S 66-4702

→ 1 - DD/S Chrono w/cc DD/S 66-4702

DD/S 66-4702: Memo to DD/S fm D/P dtd 7 Sept. 66 subj: Sixth Annual Awards Ceremony

Approved For Release 2003/08/28 : CIA-RDP84-00670R000140001000-1

CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO	NAME AND ADDRESS		DATE	INITIALS
1	Deputy Director for Support 7 D 18, Hq.			
2				
3				
4	Director of Personnel 5 E 56, Hq.			
5				
6				
ACTION		DIRECT REPLY	PREPARE REPLY	
APPROVAL		DISPATCH	RECOMMENDATION	
COMMENT		FILE	RETURN	
CONCURRENCE		INFORMATION	SIGNATURE	
Remarks:				
FOLD HERE TO RETURN TO SENDER				
FROM: NAME, ADDRESS AND PHONE NO.				DATE
Director of Personnel, 5 E 56, Hq.				

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DD/S 66-4702  
7 SEP 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Sixth Annual Awards Ceremony

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 5.

2. Transmitted herewith is the proposed program schedule for the Sixth Annual Awards ceremony planned for 19 September 1966. The program content has been planned with the expectation that the Vice President will attend.

3. As in past years, we propose that the following individuals be seated on the stage: the Director, the Executive Director, the Deputy Directors for Plans, Support, Science and Technology, and Intelligence, and the Director of Personnel.

4. There is some uncertainty as to whether the Vice President will be able to attend the ceremony. If he is unable to be present, we propose to include a feature of last year's ceremony, i. e., the Executive Director will introduce those employees in the audience who were nominated for Public Service Awards as well as awardees for Safe Driving and significant suggestions. There is also the possibility that the Vice President will be up to fifteen minutes late since he will be coming directly from the airport. If this is the case, the organist will be prepared to play appropriate music during the interim.

5. It is recommended that the proposed program schedule be approved.

ILLEGIB  
[Redacted Signature] /s/ Emmett D. Echols

ILLEGIB  
Emmett D. Echols  
Director of Personnel

[Redacted Signature] ed in paragraph 5 is approved.

Deputy Director

Date

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STATINTL

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PROPOSED PROGRAM SCHEDULE FOR  
ANNUAL AWARDS CEREMONY

(The Vice President of the United States, the Director, and the Executive Director will arrive at the door of the auditorium at 11:55. The assembly will rise as they are escorted to the stage. Already on stage will be Mr. Proctor, Dr. Wheelon, Mr. FitzGerald, Mr. Bannerman, and Mr. Echols.)

PROGRAM

The National Anthem . . . . . ASSEMBLY

Accompany  
Leader, [REDACTED]

STATINTL

(Mr. Echols will ask the audience to rise and to sing the National Anthem, which will be led by [REDACTED] The audience will then be seated.)

STATINTL

Opening Remarks. . . . . MR. EMMETT D. ECHOLS  
Director of Personnel

(Mr. Echols will step to the podium and welcome the audience to the ceremony. He will also introduce the officials seated on the stage at this time and make a few remarks on the purpose of this ceremony. He will then introduce the Director.)

Address and Presentation  
of Length of Service Certificates. . . . . MR. RICHARD HELMS  
Director of Central Intelligence

(Mr. Helms will address the audience for about five minutes and congratulate the recipients of the certificates. At the conclusion of Mr. Helms' remarks, Mr. Echols will read off the names of the twenty people (two from each directorate for the 10-year certificates and two from each for the 15-year certificates) to come on stage to receive their certificates from Mr. Helms. When all awardees have left the stage, Mr. Helms will introduce the Vice President of the United States.)

Introduction of the Vice President. . . . . MR. RICHARD HELMS  
Director of Central Intelligence

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Remarks. . . . . THE HONORABLE HUBERT H. HUMPHREY  
Vice President of the United States

(The Vice President will make a short address to the assembly. At the conclusion of his remarks, Mr. Echols will request the audience to remain in their seats until the guests on stage have left the auditorium. NOTE: If the Vice President is unable to attend the ceremony, Colonel White will be prepared to make a few comments and to introduce to the audience those individuals who have been nominated for Public Service Awards, for Safe Driving Awards, and those who have received significant suggestion awards.)

Music. . . . .

[REDACTED]

STATINTL

STATINTL

[REDACTED] will play background music beginning at 11:45 and she will be prepared to play until the Vice President arrives.)

Floral Arrangements . . . . . FOUR SEASONS GARDEN CLUB

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Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010029-7

8 September 1966 - 3:00 p.m. - Col. White's Office

Mr. Bannerman  
Mr. Echols

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010029-7

Executive Director-Comptroller

DD/S

Director of Personnel

The attachment to the memorandum from the Director of Personnel gives the sequence of events at the proposed 6th Annual Awards Ceremony. You indicated that you wished to clear this with the Director. If it meets with approval, I will so advise the Director of Personnel and modify his proposal to the extent that the program will proceed up to the point of the Vice President's address in the event that the Vice President is delayed.

*/s/ A.M.W.*  
Alan M. Warfield

7 SEP 1966

Assistant Deputy Director for Support

ADD/S/AMW:bak(7 Sept. 66)

Distribution:

- Orig. - ExDir-Compt w/O DD/S 66-4702
- ~~1~~ - DD/S Subject w/cc DD/S 66-4702
- 1 - DD/S Chrono w/cc DD/S 66-4702

DD/S 66-4702: Memo to DD/S fm D/P dtd 7 Sept. 66 subj: Sixth Annual Awards Ceremony

**ADMINISTRATIVE  
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12/15 66-4702  
7 SEP 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Sixth Annual Awards Ceremony

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 5.

2. Transmitted herewith is the proposed program schedule for the Sixth Annual Awards ceremony planned for 19 September 1966. The program content has been planned with the expectation that the Vice President will attend.

3. As in past years, we propose that the following individuals be seated on the stage: the Director, the Executive Director, the Deputy Directors for Plans, Support, Science and Technology, and Intelligence, and the Director of Personnel.

4. There is some uncertainty as to whether the Vice President will be able to attend the ceremony. If he is unable to be present, we propose to include a feature of last year's ceremony, i.e., the Executive Director will introduce those employees in the audience who were nominated for Public Service Awards as well as awardees for Safe Driving and significant suggestions. There is also the possibility that the Vice President will be up to fifteen minutes late since he will be coming directly from the airport. If this is the case, the organist will be prepared to play appropriate music during the interim.

5. It is recommended that the proposed program schedule be approved.

ILLEGIB  
[Redacted Signature] /s/ Emmett D. Echols

ILLEGIB  
Emmett D. Echols  
Director of Personnel

ILLEGIB  
[Redacted Signature] in paragraph 5 is approved.

Deputy Director

Date

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STATINTL

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Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010029-7

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**PROPOSED PROGRAM SCHEDULE FOR  
ANNUAL AWARDS CEREMONY**

(The Vice President of the United States, the Director, and the Executive Director will arrive at the door of the auditorium at 11:55. The assembly will rise as they are escorted to the stage. Already on stage will be Mr. Proctor, Dr. Wheelon, Mr. FitzGerald, Mr. Bannerman, and Mr. Echols.)

**PROGRAM**

The National Anthem . . . . . ASSEMBLY

Accompanis  
Leader, MR

STATINTL

(Mr. Echols will ask the audience to rise and to sing the National Anthem, which will be led by The audience will then be seated.)

STATINTL

Opening Remarks. . . . . MR. EMMETT D. ECHOLS  
Director of Personnel

(Mr. Echols will step to the podium and welcome the audience to the ceremony. He will also introduce the officials seated on the stage at this time and make a few remarks on the purpose of this ceremony. He will then introduce the Director.)

~~Address and Presentation~~

of Length of Service Certificates. . . . . MR. RICHARD HELMS  
Director of Central Intelligence

*address by Helms -*

(Mr. Helms will address the audience for about five minutes and congratulate the recipients of the certificates. At the conclusion of Mr. Helms' remarks, Mr. Echols will read off the names of the twenty people (two from each directorate for the 10-year certificates and two from each for the 15-year certificates) to come on stage to receive their certificates from Mr. Helms. When all awardees have left the stage, Mr. Helms will introduce the Vice President of the United States.)

Introduction of the Vice President. . . . . MR. RICHARD HELMS  
Director of Central Intelligence

*Notes on remarks by Helms -*

*Helms on entrance of V.P.*

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Remarks. . . . . THE HONORABLE HUBERT H. HUMPHREY  
Vice President of the United States

(The Vice President will make a short address to the assembly. At the conclusion of his remarks, Mr. Echols will request the audience to remain in their seats until the guests on stage have left the auditorium. NOTE: If the Vice President is unable to attend the ceremony, Colonel White will be prepared to make a few comments and to introduce to the audience those individuals who have been nominated for Public Service Awards, for Safe Driving Awards, and those who have received significant suggestion awards.)

*Echols at beginning*

*2 base with "God Bless America" —  
Remain standing —*

Music. . . . .

STATINTL

STATINTL

will play background music beginning at 11:45 and she will be prepared to play until the Vice President arrives.)

Floral Arrangements . . . . . FOUR SEASONS GARDEN CLUB

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TO: Mr. Warfield		
ROOM NO.	BUILDING	
REMARKS:  <i>Recommend <del>your signature</del> <sup>you verify with</sup> Col White as to his role,</i>  <i>VT</i> VRT		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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DD 66-4777

PROPOSED PROGRAM SCHEDULE FOR  
ANNUAL AWARDS CEREMONY

Personnel-3

(The Vice President of the United States, the Director, and the Executive Director will arrive at the door of the auditorium at 11:55. The assembly will rise and applaud on cue as they are escorted to the stage. Already on stage will be Mr. Proctor, Dr. Wheelon, Mr. FitzGerald, Mr. Bannerman, and Mr. Echols.) Introductions and/or greetings will occur on stage.

PROGRAM

The National Anthem . . . . . ASSEMBLY  
Accompanist, [REDACTED] STATINTL  
Leader, MR. [REDACTED]

(Mr. Echols will ask the audience to rise and to sing the National Anthem, which will be led by [REDACTED] The audience will then be seated.) STATINTL

Opening Remarks . . . . . MR. EMMETT D. ECHOLS  
Director of Personnel

(Mr. Echols will step to the podium and welcome the audience to the ceremony. He will also introduce the officials seated on the stage at this time, describe the purpose of the ceremony, and explain the concept of symbolic presentation of service certificates. If the Vice President is not at the ceremony, Mr. Echols will expand his remarks by calling attention to the Public Service Awards nominees, Safe-drivers, and winners of significant suggestion awards and invite the audience to read about them in the Program. He will then call forth the individuals by name to receive their service certificates from the Director. Two employees from each Directorate and the Office of the Director will receive the 10-year certificates and two from each the 15-year certificates.)

Address . . . . . MR. RICHARD HELMS  
Director of Central Intelligence

(Mr. Helms will address the audience for about five minutes, concluding his remarks with his introduction of the Vice President.)

Remarks . . . . . THE HONORABLE HUBERT H. HUMPHREY  
Vice President of the United States

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(It is anticipated that the Vice President's remarks will last about five minutes. At the conclusion of the Vice President's remarks, Mr. Echols will adjourn the ceremony and request the audience to remain at their seats until the guests on stage have left. The audience will rise and applaud, on cue. As the guests leave, the organist will play brisk, martial music, e. g., "Stars and Stripes".)

The Vice President will accompany the Director to the Director's Office for lunch. An invitation to stay for lunch was included in the Director's letter of 9 August 1966, inviting the Vice President to the ceremony.

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